INFORMATION BULLETIN

EDD Employment Development Department

State of California

WORKFORCE INVESTMENT ACT

TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: MIS USER GROUP MEETING ON SEPTEMBER 10–11, 2002

This information bulletin transmits the agenda for the Management Information System (MIS) User Group meeting to be held on Tuesday, September 10, and Wednesday, September 11, at the following location:

> Hyatt Regency Orange County
> 11999 Harbor Boulevard
> Garden Grove, California 92840

A draft agenda, training overview, and registration form are attached (*Attachments 1, 2, and 3*).

Reservations must be made directly with the Hyatt Regency Orange County at (714) 750-1234. The room rate is $84 plus ten percent room tax and 60 cents tourism tax. A block of rooms is being held under "*Employment Development Department – MIS Meeting.*" Reservations must be made by Friday, August 23, 2002, to guarantee the room rate. You must be prepared to give your credit card number to guarantee the special rate. Check-in time is 3:00 p.m. and checkout time is 12:00 noon. On-site parking is available to all conference attendees. The charge is $6 for self-parking and $8 for valet parking. The hotel will extend this special rate through September 12, 2002, for your travel convenience.

Airports: The John Wayne Airport serves Orange County, and is the closest and the easiest for attendees flying in/out for the meeting. The Los Angeles International Airport is located further away and will require significantly more time for travel to/from and for security. Major carrier service is available at both airports.

Commercial shuttles are available through SuperShuttle at (714) 517-6600. They serve the airports on a regular basis during airplane arrival hours. Contact SuperShuttle directly to get rate information.

Taxi service is available from both airports. At the Los Angeles International Airport, taxis are located curbside on the Lower/Arrival Level islands in front of each terminal under the yellow sign indicating Taxis. At John Wayne Airport, the taxis are located in the Ground Transportation Center on the lower level. Fares from John Wayne Airport will range between $27 and $35 on average; fares from LAX will range between $83 to $100 including special service charges.

For further directions, please visit the hotel Web site at www.hyatt.com. Driving directions from your location can be obtained from www.mapquest.com.

If you plan to attend this meeting, please complete the attached registration form (*Attachment 3*), and fax it to the Job Training Automation (JTA) Help Desk at (916) 654-9586, no later than Friday, September 6, 2002, before 3 p.m. Due to space limitations, only two representatives from each area will be guaranteed a reservation for the meeting. Additional representatives from each area will be placed on a waiting list and will be accommodated, as space is available.

The JTA Help Desk will run an information kiosk at the registration desk. If you have any specific Workforce Investment Act (WIA) or Welfare-to-Work (WtW) questions or problems and need assistance, there will be someone available to help. You can also drop off a hard copy of questions, and the JTA staff will research it and get back to you at your convenience.

Attendees to the SQL/ACE workshop are encouraged to send the JTA Help Desk any SQL statements they would like to share. Please fax a copy to the Help Desk at (916) 654-9586 by August 23, 2002, for inclusion. The Help Desk will collate and publish them for distribution in the training session.

We look forward to seeing you in Garden Grove. If you have any questions regarding this meeting, please contact Jerry Bell at the JTA Help Desk at (916) 653-0202.

/S/ BILL BURKE
    Chief
    Workforce Investment Division

Attachments

MANAGEMENT INFORMATION SYSTEMS (MIS)
USER GROUP MEETING
Hyatt Regency Orange County
11999 Harbor Boulevard
Garden Grove, California
September 10–11, 2002

Draft Agenda

Monday, September 9, 2002

5:00 p.m.—6:00 p.m.	Pre-Registration (Pick up those packets early!)	Alan Peik, Automation Customer Support Unit (ACSU) Pat Cahill, ACSU

Tuesday, September 10, 2002

8:00 a.m.—9:00 a.m.	Registration	Alan Peik, ACSU Damien Ladd, Performance Management Unit (PMU)
9:00 a.m.—9:10 a.m.	Opening	Annette Wolfgang, Information Systems Division (ISD)
9:10 a.m.—9:30 a.m.	JTA Update	Kristen Cooper, (ISD)
9:30 a.m.—10:00 a.m.	WtW Participants - Exit Codes - Performance	Pat Cahill, ACSU
10:00 a.m.—10:10 a.m.	WIA and WtW Financial and Participant Reporting - What is due? - When is it due?	Pat Cahill, ACSU
10:10 a.m.—10:30 a.m.	WIA Client Forms Changes	Jerry Bell, ACSU Damien Ladd, PMU
10:30 a.m.—10:45 a.m.	Morning Break	

10:45 a.m.—11:15 a.m.	WIA Exit Codes • What do they mean • How they affect performance	Jim Fitzgerald, PMU
11:15 a.m.—12:15 p.m.	WIA Annual Performance Measurements	Debor Untal, PMU Andy Flennoy, ACSU
12:15 p.m.—1:30 p.m.	Lunch on your own	
1:30 p.m.—3:00 p.m.	WIA Rosters and Reports • How to read the reports from the JTA system	Kimo Matsudo, ACSU Ivonne Cedillo, ACSU Jim Fitzgerald, PMU
3:00 p.m.—3:15 p.m.	Afternoon Break	
3:15 p.m.—4:30 p.m.	Timeshare Breakout Stand Alone Breakout	Jerry Bell, ACSU Kristen Cooper, ISD

Wednesday, September 11, 2002

8:30 a.m.—9:00 a.m.	Registration (for first time registrations)	Alan Peik, ACSU Jerry Bell, ACSU
10:00 a.m.—10:15 a.m.	Morning Break	
9:00 a.m.—11:45 a.m.	SQL Workshop	Pat Cahill, ACSU Ivonne Cedillo, ACSU Kimo Matsudo, ACSU
	WIA Performance Workshop	Damien Ladd, PMU Jim Fitzgerald, PMU Debor Untal, PMU
11:45 a.m.—1:00 p.m.	Lunch on your own	
1:00 p.m.—3:45 p.m.	New MIS Administrator and JTA User Workshop	Kimo Matsudo, ACSU Ivonne Cedillo, ACSU
	ETPL Workshop	Esperanza Reardan, PMU Jerry Bell, ACSU
2:00 p.m.—2:15 p.m.	Afternoon Break	

TRAINING OVERVIEW
September 11, 2002

DESCRIPTION OF SECOND DAY TRAINING

Structured Query Language (SQL) Workshop

This session is designed for MIS Administrators who already have experience producing basic SQL statements, but would like help with multiple table queries and detailed criteria statements. This session will also help decipher what is really wrong with your SQL when you receive error messages. Attendees are encouraged to send the JTA Help Desk SQL/ACE products they would like to share. We will collate and publish them for the session.

WIA Performance Workshop

This session will cover frequently asked questions related to performance. Subjects that will be covered include supplemental data, customer satisfaction, reporting, and in school vs. out-of-school youth. Time will be available for a question and answer period on WIA performance.

New MIS Administrator and JTA User Workshop

This session will be an overview of the JTA system screens and programs available to the new MIS Administrator. There will also be open forum to discuss issues and address questions pertaining to the JTA system.

ETPL Workshop

This session will cover frequently asked questions related to ETPL. Subjects that will be covered include initial eligibility and subsequent eligibility. Time will be available for a question and answer period on ETPL.

REGISTRATION FORM
Management Information System User Group Meeting
September 10-11, 2002

Please fax this form to the Workforce Investment Division at (916) 654-9586.
Attention: Automation Customer Support Unit

Deadline for registration is Friday, September 6, 2002.

Hotel reservations must be made directly with the hotel.

NOTE: Due to space limitations we can only guarantee that *two representatives* from each subgrantee will be able to attend the MIS Meeting. Please indicate the priority of attendance for each representative from your area. Room for extra representatives will be accommodated, as space is available. A *separate* registration form must be submitted for each attendee. Registration forms *must* include MIS Administrator contact information.

Attendee Information

Attendee Name: _____

Attendee Title:_____

LWIA/Subgrantee:_____

Phone: _____ FAX: _____

I am representing (check one) _____ MIS Administrator ___ Fiscal ___ Other

Check one of the choices listed below if you plan on attending the first day sessions:

☐   I will be attending as one of the two guaranteed spaces.

☐   Please add me onto the space available listing.

MIS Administrator Contact Information

MIS Administrator Name: _____

Phone: _____ Email: _____

[Registration Form](#) (MS Word)